Rhode Island Department of Education Data Collection Specifications – Enrollment

Last Updated on June 16, 2016

About

Enrollment data includes information regarding student enrollment in a school including the district of residence, the start and end date of the enrollment period, the reason for ending the enrollment. *Enrollment* data is used frequently including federal reporting, funding formula calculations, student average daily membership (ADM), and NECAP rosters.

Requirements

The *Enrollment* data submission is an existing submission that LEAs have been submitting to RIDE. *Enrollment* must be submitted daily to RIDE. There are specific dates throughout the year in which enrollment data is pulled for reporting. Prior to these reporting dates, districts must correct all errors within their submission and also resolve all duplicate student records.

Changes for the 2016-17 School Year

Two fields which are no longer being used have been removed from the collection: SCHCODE_NEXT and RACE. Three additional values have been added to the ENROLL_TYPE field. This new values will provide consistency to how LEAs report students who are in an out of district placement/program.

Submission Process

Enrollment data can be submitted through eRIDE (www.eride.ri.gov) using the Enrollment Census application or through the Automated Data Transfer (ADT) agent. *Enrollment* is a submission type within the Enrollment Census application.

Data Elements *(Items in red are changes from the previous year's collection)*

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
SASID	State Assigned Student Identifier	INT	10	Y	A 10-digit unique numeric ID assigned to each student in R.I. by the State.
LASID	Locally Assigned Student Identifier	TEXT	16	Y	Unique student ID assigned by LEA or school
DISTCODE	State Assigned District Code	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
DISTCODE_RES	Resident Community Code	TEXT	2	Y	Resident Community Code
SCHCODE	Reporting School Code	TEXT	5	Y	State Assigned School Code of the Reporting School
SCHCODE_OUT	School Code If Enrolled out of District	TEXT	5	C	State Assigned School Code of the Out-placed School
CTECHCTR	Career and Technical Center Code If Concurrently Enrolled	TEXT	5	C	Career and Technical Center Code If Concurrently Enrolled

SCHCODE_NEXT	School Code Next	TEXT	5	C	State Assigned School Code of the school the student will be attending the following school year
GRADE	Student Grade or Setting	TEXT	2	Y	Student Grade or Setting
ENROLL_DATE	Date of Enrollment	DATE		Y	Date of Enrollment
ENROLL_TYPE	Enrollment Type	TEXT	2	Y	Enrollment Type
EXIT_DATE	Exit/Withdrawal Date	DATE		C	Information concerning a student who exits or withdraws his or her membership in a class, grade, or school during the regular school term or between regular school terms for known or unknown reasons.
EXIT_TYPE	Exit/Withdrawal Type	TEXT	2	C	The circumstances under which the student exited from membership in an educational institution.
SCHOOLDAYS	Total School Days for Students	INT		Y	Total # of instructional days for students, typically 180 for all students in district
LASTNAME	Student's Last Name	TEXT	50	Y	The full legal name borne in common by members of a family.
FIRSTNAME	Student First Name	TEXT	50	Y	The full legal name given to an individual at birth, baptism, or through legal change.
MIDDLENAME	Student Middle Name	TEXT	50	O	A full legal secondary name given to an individual at birth, baptism, or through legal change.
SEX	Student Gender	TEXT	1	Y	The concept describing the biological traits that distinguish the males and females of a species.
DOB	Student Date of Birth	DATE		Y	The month, day, and year on which an individual was born.
RACE	Student Race/Ethnicity	TEXT	1	O	The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. *This field is no longer used.*
HISPANIC	Student Hispanic or Latino Ethnicity	TEXT	1	Y	An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
NATIVE	American Indian or Alaska native	TEXT	1	Y	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
ASIAN	Asian	TEXT	1	Y	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BLACK	Black or African American	TEXT	1	Y	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
PACIFIC	Native Hawaiian or Other Pacific Islander	TEXT	1	Y	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WHITE	White	TEXT	1	Y	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
COHORT	Year Student First Enrolled in 9th Grade	TEXT	4	O	Four-digit year identifying the year in which the student first enrolled in the 9th grade.

LANGUAGE_HOME	HOMELANGUAGE	TEXT	4	C	Student's language spoken at home.
LUNCH	Student Lunch Status	TEXT	1	Y	A student eligible for free or reduced lunch - Free (F), Reduced (R), None (N); include students eligible for free milk if enrolled in 1/2 day KG
IEP	Student IEP Status	TEXT	1	O	*This field will be auto-populated by the source data system.*
SEC504	Student SEC504 Status	TEXT	1	Y	Identifies the student's Sec504 status.
LEP	Student LEP Status	TEXT	1	O	*This field will be auto-populated by the source data system.*
IMMIGRANT	Student Immigrant Status	TEXT	1	Y	Defined in section 3301(6) of Title III, refers to individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.
MIGRANT	Student Migrant Status	TEXT	1	O	Identifies the student's Migrant status.
TITLEI	Student Title I Status	TEXT	1	O	*This field will be auto-populated by the source data system.*
HOMELESS	Homelessness Status	TEXT	1	O	*This field will be auto-populated by the source data system.*
VOCED	Career and Technical Status	TEXT	1	O	*This field will be auto-populated by the source data system at the end of the school year.*
SINGLEPARENT	Single Parent	TEXT	1	Y	Is the student a single parent?
DISPHOMEMAKER	Displaced Homemaker	TEXT	1	Y	Is the student a displaced homemaker? Displaced homemaker means an individual who - has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; - has been dependent on the income of another family member but is no longer supported by that income; or - is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title;

Acceptable Values for ENROLL_TYPE (Items in red are changes from the previous year's collection)

H	Home Schooled	Use ##900 for Schcode_out in State Reporting
O	Enrolled in Outplacement Program	Enrolled in independent schools by district.
R	Enrolled in Regular Public School	Enrolled in regular public schools, Charter and State operated schools
S	Privately Enrolled w/ IEP and/or Service Plan	Use ##990 for Schcode_out in State Reporting
T	Temporary State Custody Waiting for Adjudication	For DCYF use only.
A	Enrolled in an Alternate Learning program	Enrolled in an alternate learning program by district.
G	Enrolled in a GED program	Enrolled in an approved GED program by district.
N	Enrolled in a Transition program	Enrolled in a transition program by district (applicable only to students with an IEP who are 18+)

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SCHCODE – This field must be a valid school in the RIDE master directory and must also be a school within the DISTCODE.

SASID – This field must be a valid SASID in the RIDE student master directory.

ENROLL_DATE – This field must be a valid date between the first and last day of school for the SCHCODE. This date cannot occur after the EXIT_DATE.

EXIT_DATE – This field must be a valid date between the first and last day of school for the SCHCODE. When there is an EXIT_TYPE, the EXIT_DATE is required.

EXIT_TYPE – When there is an EXIT_DATE, the EXIT_TYPE is required.

SCHCODE_NEXT – This field must be a valid school in the RIDE master directory.

SCHCODE_OUT – This field must be a valid school in the RIDE master directory. Generic school codes that end in 990 and 998 are not valid.

SCHCODE/ENROLL_TYPE – When ENROLL_TYPE is R, then the SCHCODE cannot end in 190.

SCHCODE/ENROLL_TYPE – When ENROLL_TYPE is O, H, S, A, G or N then the SCHCODE must end in 190.

SCHCODE_OUT/ENROLL_TYPE –When ENROLL_TYPE is O, H, S, A, G or N then the SCHCODE_OUT is required. When ENROLL_TYPE is H, then the SCHCODE_OUT must end in 900.

GRADE – Student grade must fall within the grade range for the school.

SINGLEPARENT/DOB – Student must be at least 13 when SINGLEPARENT is Y.